



ubcfarm

SITE USE AND EVENT GUIDELINES

2016 UPDATE

Cover photo: A classic summer long table dinner in the poplar grove; photo courtesy of Farmacie

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INTRODUCTION

Introduction

ABOUT THIS GUIDE

Thank you for taking the time to read our *Site Use & Event Guidelines*. It is a thorough document with lots of info relevant to booking a space at the UBC Farm. If you have questions beyond the document, please contact the events coordinator at the UBC farm: ubcfarm.events@ubc.ca.

As the management of Private Events can change as on-site demands of Academic projects may fluctuate, and our neighbouring communities continue to grow and expand, please note that policies in this document are subject to change.

ABOUT THE CSFS AT THE UBC FARM

The Centre for Sustainable Food Systems (CSFS) site at UBC Farm, is a unique research centre that aims to understand and fundamentally transform local and global food systems towards a more sustainable, food secure future. The centre is a living laboratory, committed to finding solutions to both the local and global challenges facing food systems sustainability and translating solutions to improve personal, community, and environmental health. Through our Vision, Mission, and Guiding Principles, the Centre models new paradigms for sustainable communities.

- Location: 3461 Ross Drive, Vancouver
- Mailing Address: 2357 Main Mall, Vancouver, BC V6T 1Z4
- Phone: 604-822-5092
- ubcfarm.ubc.ca

HOSTING YOUR EVENT AT THE UBC FARM

The UBC Farm provides a beautiful and unique agrarian setting for events unlike anything else within the City of Vancouver. Hosting events provides an important source of funding that supports the continued growth and operation of the academic and community programs at the Centre for Sustainable Food Systems. Thank you for supporting the UBC Farm!

When considering the UBC Farm for your event, please keep in mind that we are a working research and production farm. This means there may be farm equipment and materials around, farm staff and students working in the fields, irrigation watering the crops, animals making noises (and smells), and other farm activities going on. Though we maintain cleared pathways, the terrain is generally bumpy and not manicured. This all adds to the uniqueness and authenticity of the site, but we strongly encourage you to visit before booking to make sure it's a good fit for your event.

In addition, with over 50,000 visitors each year, the Farm is a bustling hub of activity for the UBC and Vancouver community. On any given day, you may find undergraduate students touring the farm with their professors, graduate students doing research, a salmon smoke and Aboriginal community feast near the fire

INTRODUCTION

pit, school children on a class tour, customers shopping at our Saturday market, and a public workshop or lecture. This means it's highly likely you'll be sharing the site with others, especially if your event occurs during our open hours. We do our best to separate activities with time and space, but we cannot guarantee exclusive access to areas outside of your booked space.

OUR VENUES

Our Venues

The Farm has a variety of indoor and outdoor spaces available for rent with varying capacities and surroundings. All sites at the UBC Farm are self-serve. The Farm can provide some amenities and resources and maintains the site, but details such as rental equipment, sound, lighting, chairs and tables, catering etc. are the responsibility of the renter. Many spaces are heavily used by our own programming so book well in advance of your preferred date.

EVENTS FIELD AND ORCHARD

A large grassy field and orchard. Views of the farm fields. Easy access from front gates.

- 200+ capacity
- Suitable for weddings, seated dining, conferences, large festivals

POPLAR GROVE

A quiet grassy area shaded by evenly spaced poplar trees. Views of the farm fields.

- Capacity: 120
- Suitable for weddings, seated dining, ceremonies
- On Saturdays between 3:30pm – 5pm, please expect noise and activity in the adjacent teaching site during this time.
- When renting the Poplar Grove, a 3-foot buffer must be maintained between any event set-up and the Practicum student plots.

FIRE PIT AREA

Includes a fire pit with moveable wooden benches and a grassy space great for activities or a dining set-up.

- Capacity: 100
- Suitable for BBQs, fires, dinners, rustic wedding reception
- Fire permit is needed for fires (see “Open Fires”)

YURT

A circular building with beautiful wood floors and a canvas roof.

- Capacity: 50
- Great for meetings, classes, workshops, wedding ceremonies, dinners etc.
- Further info & photos available [here](#).
- Tables and chairs are available free of charge for site rentals in the yurt.

CHILDREN'S GREENHOUSE

A glass greenhouse with gravel floor and picnic table seating.

- Capacity 75 for a seated event, more if standing room only (please inquire)
- Indoor covered space suitable for seated dining, BBQs and parties

OUR VENUES

CHILDREN'S GARDEN

A vegetable garden with wooded surroundings; grassy clearings for seating and activities. Cob bread oven available for use. Please arrange with staff ahead of time

- Capacity: 40
- Suitable for small parties, wedding ceremonies

HARVEST HUT

A grassy location with space for seating and activities and views of the farm fields.

- Capacity: 200
- Great for BBQs, picnics, beer gardens
- Unavailable Saturdays before 2pm
- During public hours, this space can be a high-traffic area due to its central location

FARM CENTRE KITCHEN

A simple kitchen with stove, basic dishes and cutlery, tables and chairs.

- Capacity: 15 for activity, 30 for seated, 40 for standing only
- Indoor space suitable for small lunches, meetings, workshops
- Bookings generally available during our open hours only

ADDITIONAL VENUE INFORMATION

Grass Conditions

- The UBC Farm does not water any grassy areas on site. In the late summer/early fall, the Events Field and Poplar Grove can be quite dry and yellow. The Poplar Grove can also be quite soggy after multiple days of rain.
- The UBC Farm will ensure the Events Field and Poplar Grove are mowed and generally clear of brush in the week prior to your event. More refined trimming, weed whacking, etc. are up to the renter if desired, pending approval of Farm staff.

BOOKING YOUR VENUE AT THE UBC FARM

Booking Your Venue at the UBC Farm

BOOKINGS: GENERAL INFO

For private rentals, the UBC Farm accepts bookings for the following year (eg. booking requests for dates in 2019 will be accepted in 2018). All bookings are accepted on a first-come-first-serve basis.

This policy is subject to change. Please inquire.

The UBC Farm reserves the right to determine whether a requested site rental is compatible with our academic mission. We reserve the right to refuse site use for any activity that is deemed to undermine or detract from our academic mission, including activities that would cause unacceptable disturbance to field areas or negatively affect field research projects. We reserve the right to refuse site use for any activity deemed to be contrary to or otherwise incompatible with the farm's vision, mission, and guiding principles as published in Cultivating Place.

In addition, our field use is dynamic enough that the availability of some favoured event locations may change. Because of the UBC Farm's primary function as a teaching and research facility, we are constantly establishing and concluding projects and can only provide a realistic description of site conditions four months in advance of an event.

BOOKABLE HOURS

The Farm's open hours vary through the year and are updated on our website. We are normally open Monday-Saturday, 9:00 am-5:00 pm during High Season and Monday-Friday, 9:00am-5:00pm during Low Season. Events can be scheduled outside of open hours into the evenings (see "Lock-up fee").

Sundays are not available for bookings.

Please ensure to allow for enough time when requesting your booking. If you realize closer to your event date you require additional time, this must be approved by your UBC Farm staff contact no less than 7 days prior to the event, and payment will be due upon confirmation of the additional time. Our site is in high demand, especially during the peak season (May-October), and a last-minute addition of rental time is often not possible.

Quiet Hour

- Upon request, your rental can include a 1-hour time period within the booking time where the farm staff will make an effort to limit nearby noises and disruptions. This 1-hour time period should be requested and scheduled at the time of booking confirmation. We may not be able to accommodate changes with less than 7 business days' notice.

BOOKING YOUR VENUE AT THE UBC FARM

Wedding rehearsal

- A 1-hour rehearsal time prior to your booking is included in a wedding booking. Please schedule this with your UBC Farm site contact at the time of your booking confirmation. The rehearsal must be scheduled during the Farm's open hours.

VENUE RENTAL RATES

The booking time includes total time on site, including all rental deliveries that restrict access to the site, set-up time and tear-down time. For example, if your event time is from 3pm-9pm and you would like to start setting up at 11:00am and leave at 11:00 pm, your booking time will be 12 hours. Some exceptions may be made for the timing of rental deliveries/pick-ups; see "Rentals" for details.

Our rates for some venues vary with the seasons, while other rates are static due to high demand year-round. Booking times are 4-hour or 8-hour periods. Additional hours beyond 8 hours may be added at the hourly fee indicated.

Private (non-UBC) bookings are charged 5% GST in addition to the rates listed below.

HIGH SEASON (MAY-OCT)

VENUE	4 HOURS	8 HOURS	ADDITIONAL HOURS
Events Field & Orchard	\$800	\$1500	\$150
Poplar Grove	\$600	\$1100	\$125
Fire Pit	\$300	\$500	\$50
Harvest Hut Lawn	\$300	\$500	\$50
Children's Garden & Cob Oven	\$300	\$500	\$50
Yurt	\$400	\$700	\$80
Children's Greenhouse	\$300	\$500	\$60
Kitchen	\$200	\$350	\$40

LOW SEASON (NOV-APR)

VENUE	4 HOURS	8 HOURS	ADDITIONAL HOURS
Events Field & Orchard	\$600	\$1100	\$125
Poplar Grove	\$400	\$700	\$80
Fire Pit	\$200	\$350	\$40
Harvest Hut Lawn	\$200	\$350	\$40
Children's Garden & Cob Oven	\$200	\$350	\$40
Yurt	\$400	\$700	\$80
Children's Greenhouse	\$300	\$500	\$60

BOOKING YOUR VENUE AT THE UBC FARM

Kitchen	\$200	\$350	\$40
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MULTIPLE RENTALS DISCOUNT

- Option 1: Multiple spaces are booked for the minimum standard 4 hours on the same day.
 - A 25% discount on the rental cost of the site with the lower quoted rental rate rented on the same day.
 - Example: A renter is booking the Events Field for 8 hours (space #1) and the Poplar Grove for 4 hours (space #2) on the same day. The fee is the sum of the full cost of renting space #1, plus the fee for space #2 at a 25% discount.
- Option 2: When 1 space is booked at regular rental fees, space #2 can be booked for 2 or 3 hours on the same day (an exception to our 4-hour minimum in most other cases).
 - Fees are half (2 hour booking) or $\frac{3}{4}$ (3 hour booking) of the 4-hour rental rate
 - Example: A renter is booking the Events Field for 8 hours (space #1) and the Poplar Grove for 2 hours (space #2) on the same day in high season. The fee is the sum of the full cost of renting space #1, plus \$300 for space #2 (the standard 4-hour rental is \$600).

UBC GROUPS DISCOUNT

Official UBC-affiliated units – including UBC faculties, departments, student societies, residence halls, AMS clubs, etc. – receive a 20% discount on posted site rental rates and are not charged tax. While we are extremely appreciative of UBC colleague & alumni support, the UBC Farm does not offer an alumni discount, or discounts for personal/family events to alumni, students, faculty or staff.

NON-PROFIT/LOW-INCOME GROUPS DISCOUNT

Requests for discounts on rental rates will be assessed on a case-by-case basis. Please contact us to discuss your event.

SMALL LOW-IMPACT BOOKINGS

For small (30 people or less) events such as a simple wedding ceremony that do not require significant rental equipment such as tents, stages, AV, etc., bookings may be made for a 2-hour period based on the photography fees below. Foldable chairs are ok. Please contact us at ubcfarm.events@ubc.ca to inquire.

AFTER HOURS LOCK-UP FEE

- All events that extend past the Farm's open hours are subject to a lock-up fee.
 - A \$50 fee applies to events ending between 6:00 pm-9:00 pm
 - A \$100 fee applies to events that end at 9pm or later

BOOKING YOUR VENUE AT THE UBC FARM

- Lock-up fees are payable by cheque or cash to the Farm’s caretaker on duty and are required at the same time as the confirmation deposit. Please enquire with your staff liaison and ensure this fee is paid separately from your rental fee (paid to the UBC Farm).
- The site is monitored by our caretakers, who live in site. Please respect their homes and ask that your guests do the same.
- After the Farm is closed to the public, guests must remain in the vicinity of the rented event space. For example, if you have rented the Events Field you must remain within the perimeter of the Events Field except for smoking outside of the farm gates and in case of emergency.

PHOTOGRAPHY FEES

- The UBC Farm provides an ideal setting for photographs. Photography fees apply if you are using the site only for a photoshoot and not otherwise renting a space for an event.
- Fees listed below are for a 2-hour photo shoot that requires exclusive use of a space at the UBC Farm. Please contact us to arrange the date and time at least 2 weeks prior to the requested date. No damage deposit is required for photography but any clean-up and damage fines will be assessed as necessary at the discretion of UBC Farm staff. If you require use of the Farm for more than 2 hours for your photography session, our standard rental fees listed will apply (see “Rental fees” section above).

Size of Shoot	Fee
Up to 5	\$40
6 to 10	\$90
11 to 20	\$200
21 to 30	\$500

- On a busy day, you will be required to work around site activities. We request that photographers exercise discretion and respect toward other site users. For your own safety and to prevent impacts on the site, please follow all site protocol and do not feed or handle our livestock, enter the production fields or climb on any equipment. If your photo shoot requires exclusive use of an area for more than 1 hour you must submit a rental request form and rental fees will apply.

RENTING OUR TENTS AND TABLES

The UBC Farm has 10’ x 10’ pop up tents and 6’ folding tables for events to rent. Our resources are heavily used by the Farm’s community and academic programs and may not be available for private events. In particular, our resources are in high demand on Saturdays during our markets.

Rental fees listed below are per item, per event. Any damages incurred to Farm resources will be paid for with the renter’s damage deposit (see “Payments and cancellations” for details). Please inquire with your farm staff contact regarding availability and quantities.

Farm Resource	Fee
10’ x 10’ Pop-up Tent	\$20

BOOKING YOUR VENUE AT THE UBC FARM

6' Tables	\$15
Picnic Tables	N/A

PAYMENT TERMS AND CANCELLATIONS

Payment Terms and Cancellations

PAYMENT TERMS

Rental payments involve two deposits:

1. Upon confirmation of the booking, a deposit is required to secure the date. The deposit is 25% of the estimated rental fee for your event. The balance of the rental fee is due 28 days prior to the event date.
2. A damage deposit equal to 50% the total rental fee, and post-dated to the day of your event, is also due at upon confirmation of the booking. This damage deposit covers damages such as:
 - a. If damages are incurred to UBC property (e.g. broken trellises, trampled field areas), the cost of repairs will be charged to the renter.
 - b. Any cleaning required as a result of incomplete post-event clean-up will be charged to the renter at \$50/hour
 - c. Unexpected administrative or labour required of Farm staff due to lack of coordination (for example, failure to request power access in advance, requiring last minute staff assistance). This causes disruption in the regular functioning of Farm activities and will result in a \$25/hour charge.
 - d. Unauthorized use or misuse of farm equipment or infrastructure (e.g. turning the irrigation off or on) will result in a \$100 charge.
 - e. Excessive noise and/or music during the event and/or if the event organizer does not comply when asked to reduce volume (in recognition of the impact of noise on our caretakers, as well as our growing community of neighbours). Non-compliance will result in a \$100 charge.
 - f. Noise and/or music extending past the curfew will result in a \$100 charge.
 - g. Failure to vacate the site by the agreed-upon lock-up time will result in a \$200 charge.

Small events may not require a deposit or damage deposit. Farm staff will make this determination. The renter is still financially responsible for damages incurred as a result of event activity, and a damage charge will be billed if necessary.

PAYMENT METHODS

Fees are payable in cash or cheque made out to UBC Farm. We can also accept JVs from UBC units. If you are paying with cash, please bring exact change. Sorry credit/debit cards or e-transfer is not available as a payment method.

CANCELLATIONS

If you cancel your event, we require a written cancellation notice (via mail or email). An administrative fee will be assessed based on the lead-time of your cancellation:

PAYMENT TERMS AND CANCELLATIONS

- If the cancellation notice is received more than 14 days prior to the event, the renter agrees to forfeit their 25% rental deposit.
- If the cancellation notice is received between 7 to 14 calendar days prior to the event, the renter agrees to pay the UBC Farm 50% of the rental fee.
- If the cancellation notice is received less than 7 calendar days prior to the event, the renter agrees to pay 100% of the rental fee.
- Refunds for cancellations received more than 3 months prior to the event will be assessed on a case-by-case basis.

INSURANCE

For private (invitation-only) events, general liability insurance is recommended but not required. For public events, whether ticketed or free, general liability insurance is **mandatory** in the amount of 1 million dollars for events under 200 people and 2 million dollars for events over 200 people. The policy should name UBC, its Governors, employees and agents and all others for whom it may be in law responsible as additional insured's. For public events, the UBC Farm will require proof of insurance **no less than 14 days prior to the date of the event.**

SITE USE REGULATIONS AND RECOMMENDATIONS

Site Use Regulations and Recommendations

WHAT CAN ME AND MY GUESTS DO AT THE UBC FARM?

If your event takes place during the Farm's open hours, some activities you can take part in include:

- Take a walk along the mowed paths around the farm and see what's growing.
- Visit the **chickens and bees**.
- Check out the **Children's Garden** and our **cob building and oven** near the Farm Centre.
- Stroll through our **heritage apple orchard**.
- If your event is on a Saturday OR Tuesday evening, visit our **markets** and pick up some tasty produce!
- Follow the **Agroforestry Trail**, a 45-minute leisurely walk that leads around the farm and through the forest.
- Take lots and lots of photos!

WHAT CAN ME AND MY GUESTS NOT DO AT THE UBC FARM?

The following protocol is observed by visitors of the UBC Farm at all times. **It is the responsibility of the event organizer to communicate these site rules to your guests.**

- Please do not walk in any cultivated areas (crop fields) or disturb any plants, equipment, or research apparatus.
- **Do not harvest any produce or other plants.** It may seem harmless to pick a few raspberries or apples, but the UBC Farm depends on the sale of these items. Please keep an eye on little hands (and mouths) if you have children at your event.
- **No smoking on site.** Smoking is permitted outside the gate in the main entrance parking lot. You must provide a receptacle for cigarette butts if your guests plan to smoke. Signage is the responsibility of the renter and is recommended.
- The farm has live-in caretakers who look after the site. Please respect the caretakers' privacy, as this is their home. Avoid walking through the grassy area in front of the trailers.
- **Dogs must be kept on a leash at all times.**
- Look at but don't touch any livestock or beehives and **watch out for electric fences.**
- **All cars must be parked outside the Farm gates.**
- The site must be left in the same state as you found it so it can continue to be enjoyed by others.
- Consider the weather and wear appropriate outdoor attire and footwear.

SUPPORT SUSTAINABILITY

When choosing vendors for your event, please consider environmentally friendly options – such as solar power energy, compostable or reusable dishes, and local food. If you would like to have organically-grown, local produce from the farm please have your caterers contact our sales team at ubcfarm.wholesale@ubc.ca. For beautiful local flowers, please inquire.

SITE USE REGULATIONS AND RECOMMENDATIONS

SITE LIAISON

For the day of your event, a staff liaison and/or caretaker contact will be provided in case of emergency or problems on site. Please ensure that you have arranged all details prior to the event date to reduce the need for any last-minute coordination. The site liaison will check the set-up of your event beforehand in order to ensure that it complies with these guidelines. A caretaker name and phone number will be provided for after-hours events in case of emergencies.

We require a site contact name and cell phone number from the renter to give to our staff liaison/caretaker, in case they need to get a hold of someone during the event. **The contact person must be at the UBC Farm for the duration of the rental period; for wedding bookings, this person cannot be the bride or groom.**

DELIVERIES & PICKUPS

Rental equipment such as tents, stages, tables, chairs etc. are permitted but the renter must inform the UBC Farm staff of all equipment that will be brought on site prior to confirmation of the booking or 28 days prior to the event at the latest.

- You must have someone **on site to receive all rentals** and direct the delivery staff to the correct location. Farm staff are not responsible for receiving deliveries. Please ensure that the rental companies have the mobile number of the person receiving the rentals.
- Rental equipment must be delivered and picked-up within your booking time.
- If delivery or pick-up is required outside of these hours, please consult your UBC Farm staff contact. We will do our best to accommodate this if necessary, however there are other site users and ongoing activities that may need to be worked around (for example, large delivery trucks are not a welcome sight during our Saturday Farm Market which runs from 9am-1pm). Day-after pick up may not be possible if other events are booked in the space. Please ensure to plan ahead with your rental companies and the Farm.
- Saturdays:
 - If rental equipment is being dropped off on a Saturday, the renter must coordinate with Farm staff and the rental company to ensure the delivery does not interfere with the Saturday Farm Market.
 - For Saturday events, rental equipment must be picked up either on Saturday post-event (but before the lock-up time) or Monday morning because the farm is closed on Sunday.
 - If rental companies or people associated with the wedding arrive on Sunday to pick up items and cut the gate lock or otherwise trespasses on the site in order to retrieve their equipment, you will be charged for any damages and such charges will be deducted from your damage deposit.

SITE USE REGULATIONS AND RECOMMENDATIONS

- It is the responsibility of the renter to ensure this information **and the approved drop-off and pick-up times, the site open hours, and any relevant site policies to the** all vendors/planners associated with your event, including the caterer's rentals (as they often arrange their own rentals).
- There is no indoor storage at the Farm for rental equipment in case of inclement weather. We cannot assume responsibility for rental equipment.

PARKING

All vehicles must be parked outside the Farm gate. Because of continued construction in the area, the availability of parking will be significantly constrained for the foreseeable future. The parking options outlined below are subject to change; please consult your farm staff contact.

For all events, we strongly encourage guests to take transit, cycle or walk. Please check our [website](#) for transit options. If your guests are driving, carpooling is strongly recommended. If you will need to drive on site to drop off equipment or guests of limited mobility, this can generally be arranged. Please check with your farm staff contact at least 14 days prior to the event.

- There is a small pay lot just outside the gate that can accommodate 10-12 vehicles. During our open hours, this lot is often full. This lot is free for the first 2 hours, after which you will be charged \$2 per hour.
- There is 2 hour street parking on Ross Drive near the Farm; watch for parking signs.
- There is a construction lot on Birney Drive, available on weekends that can accommodate 50-60 vehicles.
- University Hill Secondary, on the corner of Ross Drive & 16th Ave, has ample paid parking, and is a 5-10 minute walk from the Farm.

All parking on campus is governed by the regulation of [UBC Parking & Access Control Services](#)

DECORATIONS

Your plans for decorations and structures on site must be approved by your UBC Farm staff contact no less than 28 days prior to your event.

- You are welcome to decorate the centre pathway of the Orchard and in between the Poplar trees, but decorations cannot be hung on the wires supporting the trees and the trees themselves.
- If unapproved decorations or structures obscure Farm activities you will be asked to remove these, please ensure all your vendors and catering team is aware of this.
- If you are interested in purchasing UBC Farm flowers for your event, please inform your UBC Farm staff contact upon confirming the booking.

SITE USE REGULATIONS AND RECOMMENDATIONS

WASHROOMS

There are two single-stall, unisex washrooms located in the Farm Centre. These washrooms are **not wheelchair accessible**. From June to October we have a single wheelchair-accessible portable washroom next to the Harvest Hut building (the site of our Saturday Markets near the main gate).

In general, for events that are:

- Fewer than 50 people – the Farm Centre washrooms or our portable washrooms can be used.
- Over 50 people – portable washrooms need to be rented.

These are general guidelines; UBC Farm staff will make a final assessment based on the details of your event including length of time on site, whether your event occurs during our open hours, and based on the other activities that are occurring on site during your rental period. The Farm may require a certain number of portable toilets be rented based on the event size and length of time on-site. Please confirm with your farm staff contact.

POWER AND WATER ACCESS

Power access is feasible for events located on the Harvest Hut lawn or Children's Garden (dependant on the location that the power is needed on the site; please check with your farm staff contact). For all other sites on the farm we are unable to supply power; we recommend using a generator (available for rent from most event/party rental vendors). For safety reasons (both as a tripping hazard and an electrical hazard), we cannot run an extension cord to the Events Field & Orchard, Poplar Grove or Fire Pit Area.

Cold-water spigots are available around the Farm. All water is city water. You must provide your own hose. Please ensure planners and caterers are aware of the water source location; on Fridays and Saturdays the Harvest Hut is a hub of activity at the farm and any misuse of taps in this area could cause a disruption to farm staff

FOOD & CATERING

You are welcome to hire catering services for your event. Because of our unique setting, we generally recommend working with caterers who have serviced events here before and are familiar with the site. For a list of our preferred vendors, consult your UBC Farm staff contact.

- If you are interested in serving produce from the UBC Farm at your event, please have your caterer contact ubcfarm.wholesale@ubc.ca.

If you are planning to prepare and serve food at an event open to the general public, you must submit a Temporary Food Service Application to Vancouver Coastal Health. The form is found [here](#). This would include food preparation for items such as hot dogs, hamburgers, pancakes, etc. This application is not required if:

- You have contracted a caterer or mobile food service operator who possesses a valid health permit;

SITE USE REGULATIONS AND RECOMMENDATIONS

- Foods are limited to pre-packaged, non-perishable items such as chips, pop, or candy bars;
- The event is restricted to members of a particular group or society and their invited guests, and the food that is prepared and served is voluntarily made by that group. Volunteer food handlers are advised to follow the Vancouver Coastal Health food safety tips.

ALCOHOL

A special occasion license (SOL) must be obtained in order to serve alcohol at your event, and someone must be designated as your SOL holder. The license must be posted where the alcohol is to be served. Alcohol must remain in the immediate vicinity of the event, and no alcohol is permitted off-site.

The SOL applicant/holder

- Needs to have a Serving it Right (SIR) certificate;
- Is required to be in attendance for the duration of the event;
- Will have a legal duty of care for event attendees;
- **Cannot be the bride or groom (in the case of weddings).**

Applications are completed through the British Columbia Liquor Distribution Branch and can be found [online here](#). You should allow a minimum of one month for this process. **Refer to Appendix A for a detailed description of the responsibilities of an SOL holder and how to apply for a SOL.**

Please see the BC [Liquor Control & Licensing Branch website](#) for details on special occasion licenses, including license fees, amounts and types of alcohol that can be served, liquor pricing, etc. Refer to Appendix A for the procedure.

OPEN FIRES

If you are planning on having a fire during your rental at the Fire Pit Area, you will need to secure a burn permit ahead of time from the UBC Fire Department. Fire permits are generally granted if the fire warning level in Pacific Spirit Park is posted as Low or Moderate. Because of dry conditions, permits are not often issued in July and August.

The UBC Farm reserves the right to refuse fires even if a permit has been secured based on our assessment of conditions at the Farm the day of your event.

To secure a burn permit, contact the UBC Fire Hall (604-665-6069 or 604-873-7637). You'll need to supply the date of your event and start and end times. The fire department issues a number of these permits for us each year and has the UBC Farm's information on file. The day of your event, you'll have to call the fire hall 30 minutes prior to starting your fire and again after ensuring it's extinguished.

A burn permit will generally require you to have the following on-hand for the duration of your fire; please refer to your particular burn permit for exact requirements:

- 5-gallon bucket of water

SITE USE REGULATIONS AND RECOMMENDATIONS

- Charged hose
- Fire extinguisher
- Shovel
- First aid kit
- Cell phone (number which is on the burn permit)
- The actual burn permit

These items (excluding the cell phone and burn permit) can generally be supplied by the UBC Farm and must be requested no less than 28 days prior to the event date. **The UBC Farm does not supply firewood.** Please bring your own wood and fire starting materials (matches, kindling, paper etc.).

Our fire pit is part of the UBC Farm's Aboriginal garden area, and it has taken on cultural significance for the Aboriginal program participants who use the site. Please take extra care to leave this site in the same state as it was found (including arrangement of the benches).

A cob bread oven is also available with rentals of the Children's Garden area. A burn permit is also required to use this oven; please inquire for details.

SAFETY PLAN

UBC requires submission of a Site Safety and Emergency Response Plan for an outdoor event with 100+ people OR and indoor event with 60+ people, where alcohol will be served. This plan will need to obtain approval from the campus Fire Department. A link to this form is available in Appendix A, if your event requires submission of this plan.

Please make sure your guests get home safely. **Ensure that a generous supply of food and non-alcoholic beverages are readily accessible and reasonably priced or free.** We recommend organizing designated drivers, a shuttle service, or having taxi service phone numbers on hand at the end of the night.

Based on the details of your event, Farm staff will determine if your event requires security. If required, the renter must arrange the security service. The UBC Alma Mater Society Security offers services for a competitive rate. Please contact Security, First Aid & Facility Manager, Shaun Wilson at shaunwilson@ams.ubc.ca.

EMERGENCY CONTACT INFORMATION

In case of an emergency during your event, please have the following information available:

- In an emergency call **911**
- **UBC Security** can be reached at 604-822-2222
- The UBC Farm is located at **3461 Ross Drive**
- Fire extinguishers and first aid kits are located in the Harvest Hut and Farm Centre (these buildings are locked after hours).

SITE USE REGULATIONS AND RECOMMENDATIONS

CLEAN UP & WASTE DISPOSAL

Please clean up thoroughly after your event and leave the site as you found it. We encourage all organizers to strive for a zero waste event in light of our efforts toward environmental stewardship at the UBC Farm. If you need recommendations on vendors capable of servicing a zero waste event, please contact your staff contact.

- If your event goes into the evening, plan ahead to have proper lighting (flashlights, head lamps) for your clean-up as there are no outdoor lights in most parts of the farm.
- For weddings, we strongly recommend hiring a day-of coordinator to ensure everything is packed up.
- Any cleaning required after a rental may result in full or partial forfeit of the damage deposit (see “Payment and cancellations” for details).
- All garbage and recycling must be taken off site for disposal. Small events (fewer than 50 people) may dispose of compost, recycling and garbage on-site with prior approval and arrangement with your staff contact.

CURFEW AND NOISE

- The latest event curfew time (i.e. event finished, music off, bar closed) is **11:00 p.m.**
- The latest lock-up time is **midnight 12:00 a.m.**
- The event area must be cleaned up and the site vacated by the agreed upon lock-up time of your rental. Failure to do so will result in a fine payable to our caretakers (see “Payment & cancellations” for details).

Music is a welcome addition to events at the Farm, and we have hosted both live bands and DJs. However please respect our on-site caretakers and growing community of neighbours by keeping noise at a moderate level.

- Any excessive noise and/or music during the event, or after the curfew time, may result in a fine. Excessive noise is at the discretion of the caretakers or staff on site. If a staff member or caretaker asks you to turn down your music and you do not, this may result in a fine (see “Payment and cancellations” for details).

BOOKING PROCEDURES

Booking Procedures

INQUIRIES

To book your event at the UBC Farm:

1. Review this document thoroughly as the document may help answer any questions you have. If you have further questions that are not answered by our event guidelines, please contact us at ubcfarm.events@ubc.ca or by phone 604.822.5092
2. Arrange for a site visit, you must view the site and meet with the events coordinator before requesting a venue booking.

VISITING THE SITE

The UBC Farm is located at 3461 Ross Drive, Vancouver, BC. Maps and directions are available on our [website](#). Please see the “Parking” section for further details.

HOLDS

Once the prospective renter has toured the site, the date may be held without a deposit for up to 1 week, upon request. **This does not guarantee your date.** We will attempt to reach you if another party shows interest. Once notified, 48 hours will be given to secure the booking by submitting a deposit, otherwise your date will be made available to other renters.

SUBMIT A BOOKING REQUEST

To submit a booking request, please complete the online [Event Booking Request Form](#). To complete the form you will need to provide as much detail as you can including:

- Your contact information, including mailing address
- Event date
- Purpose of rental
- Duration of rental (total time on-site)
- Number of attendees
- Location desired (if known)
- Details regarding alcohol consumption and open fire permits

UBC Farm staff will contact you to discuss the details of your event and schedule a site visit

BOOKING PROCEDURES

CONTRACTS

UBC users: For UBC users (e.g. faculties, departments, courses), we will determine if a proposed event is suitable and provide permission for use. No legal contract is required, though payment details apply. Participants may be required to read and sign a waiver form and participant code of conduct.

Private rentals: A signed contract is required for all rentals by non-UBC renters. This agreement takes some time to process, as it has to be reviewed and signed by the University Counsel's office. Farm staff will work with you to complete this agreement. This process needs to be started at least 8 weeks prior to your event date.

Please note that your total rental fee must be confirmed for this contract to be completed; it is ideal to determine your dates and times for your booking as soon as possible to avoid delaying this process.

APPENDIX A: SOL INFORMATION AND PROCEDURE

Appendix A: SOL information and procedure

The information below regarding BC Liquor Laws and the Special Occasion License is accurate to the best of our knowledge. We do our best to keep our information up-to-date, however we cannot guarantee there have not been changes to these policies since our Event Guidelines we last updated.

The individual who applies for and holds your Special Occasion License is responsible for the safety and sobriety of guests. The SOL holder has a legal duty of care for event attendees and are responsible for ensuring that intoxicated persons do not harm themselves or others.

The SOL holder is legally liable for an intoxicated guest's behaviour until that person gets home. Given the stringent BC Impaired Driving laws, it is important that the SOL holder is aware of their legal responsibilities. We encourage you to arrange for designated drivers, shuttles, have taxis on call, etc. so that your guests can have a great time and get home safely.

The Liquor Distribution Branch indicates that where the guests are family and friends only, **"event organizers, caterers or managers are not eligible to apply for an SOL on behalf of the host of the event... an individual who is a member of the family or a close friend of the family may apply for a SOL for a family event."**

APPLYING FOR A SPECIAL OCCASION LICENSE

1. Complete your [online application](#) with the following documentation:
 - a. An authorization letter signed by the UBC Farm Director
 - b. Event start and end-time, anticipated attendance, and the **amount and type of alcohol you plan to serve.**
 - c. 1 photocopy of Serving it Right certification
 - d. 1 photocopy of BC Driver's License (or another government issued ID)
2. If you are expecting **100+ attendees** at your outdoor event or **60+ attendees** at your indoor event, you will also need to submit a site safety and emergency response plan, found [here](#).
3. Your application will take several business days to process
 - a. Please note that the BCLDB may apply additional conditions to your application and will provide a request for additional documentation.
4. Once your application has been approved,
 - a. Pay your fees online
 - b. Shop at BC Liquor Stores
 - c. The Special Occasion License must be on display near the bar area during your event.
 - d. Following your event, additional reporting forms will need to be submitted.

Please note: We recommend that you **apply at least 1 month in advance**, as applications are processed on a first-come, first-served basis and turn-around times cannot be guaranteed. To limit alcohol consumption

APPENDIX A: SOL INFORMATION AND PROCEDURE

on campus, the RCMP only authorizes a certain number of SOLs for a given date, so if there are other events planned on the same date your application may be denied.

If you have any questions related to the SOL application process not answered above, please call or email Dave Tierney at the UBC Fire Department at 604-654-0648 or Dave.Tierney@vancouver.ca